

**MURRAY CITY  
MISCELLANEOUS PLAN SUBMITTAL REQUIREMENTS**

Permit Application No. \_\_\_\_\_

Name of Applicant \_\_\_\_\_  
 Building Address \_\_\_\_\_ Phone No. \_\_\_\_\_

In order to expedite your plan review, please check your plans and application to be sure the following information has been included. When each of the following items has been checked by you, sign the bottom of the form and have the Permit Specialist verify that all needed information is included. Submit this form with your application, plan review deposit, and two (2) sets of plans for Building Department review. NOTE: APPLICATIONS FOR BUILDING PERMITS CANNOT BE ACCEPTED FOR PLAN REVIEW UNTIL THE SUBMITTAL IS COMPLETE.

**\*COMMUNITY DEVELOPMENT APPROVAL**

\_\_\_ Approval signature from Planning and Zoning

**\*PLAN REVIEW DEPOSIT**

\_\_\_ Plan review deposit of \$40.00 (will be credited toward total permit fee)

**\*THE BUILDING PERMIT APPLICATION**

- \_\_\_ Date of application
- \_\_\_ Proposed use
- \_\_\_ Project address
- \_\_\_ Owner of property, phone number, and address
- \_\_\_ Contractor's name, phone number, address, and contractor's state license number for general, electrical, plumbing, and mechanical contractors as apply to job - attach copy of license
- \_\_\_ Type of improvement/kind of construction
- \_\_\_ Estimate of valuation for project (except for patios, deck, and carport)
- \_\_\_ Signature of owner, contractor, or authorized agent

**POLE SIGNS**

- \* \_\_\_ Site plan showing sign location, property frontage, and sign setbacks from property lines and sidewalks
- \_\_\_ Sign dimensions including distance from grade
- \* \_\_\_ Stamped, signed, and dated structural engineer's calculations for large billboard type signs (designed for 90 mph, exposure B, and maximum lateral soil bearing of 150 psf)
- \_\_\_ Footing dimensions and reinforcement
- \_\_\_ Column dimensions and material

**\*BUFFER WALLS**

- \_\_\_ Site plan
- \_\_\_ Wall height, material, reinforcement, and footing

**\*ROOF CONVERSION**

- \_\_\_ Location and description of existing bearing
- \_\_\_ Truss details and layout for trussed system; or
- \_\_\_ Complete framing details
  - \_\_\_ Rafter size, spacing, and blocking
  - \_\_\_ Purlins and struts

- \_\_\_ Grade and species of lumber
- \_\_\_ Size and material of all new beams, headers, and columns
- \_\_\_ Roof sheathing
- \_\_\_ Roofing material
- \_\_\_ Attic access
- \_\_\_ Attic ventilation

**\*PATIO COVER, DECK, OR CARPORT**

- \_\_\_ Site plan showing existing structures on property, location and size of new cover, deck, or carport, and distances from property lines and other structures to new construction
- \_\_\_ Dimensioned plan
- \_\_\_ Footings size and depth
- \_\_\_ Framing details with grade and species of lumber
  - \_\_\_ Rafter size, spacing, and spans
  - \_\_\_ Joist size, spacing, and spans with decking material
  - \_\_\_ Size and material of all beams, headers, and columns
- \_\_\_ Roof sheathing and roofing material
- \_\_\_ Stair and guardrail details (for decks)
- \* \_\_\_ Detached carports require stamped engineering calculations

**\*SWIMMING POOL**

- \_\_\_ Site plan showing location of pool in relation to existing structures and property lines
- \_\_\_ Dimensions of pool
- \_\_\_ Details of reinforcement
- \_\_\_ Electrical plan
- \_\_\_ Indication of 6-foot fence with self-closing gate
- \_\_\_ Energy conservation requirements indicated
  - \_\_\_ Pool heater shall have On-Off switch
  - \_\_\_ Heated pools shall have cover provided
  - \_\_\_ Time clock is required for pump operation

My signature below indicates that I have carefully reviewed the submitted plans and verified that all of the items above have been included. **I understand that failure to provide any needed information at this time will delay the processing of my permit.**

\* \_\_\_\_\_  
Applicant's Signature                      Date

\* \_\_\_\_\_  
Building Inspection Division              Date  
Acceptance

IF YOU NEED ASSISTANCE FROM A BUILDING INSPECTOR, PLEASE MAKE AN APPOINTMENT SO WE CAN SPEND SOME TIME WITH YOU TO ANSWER GENERAL QUESTIONS.